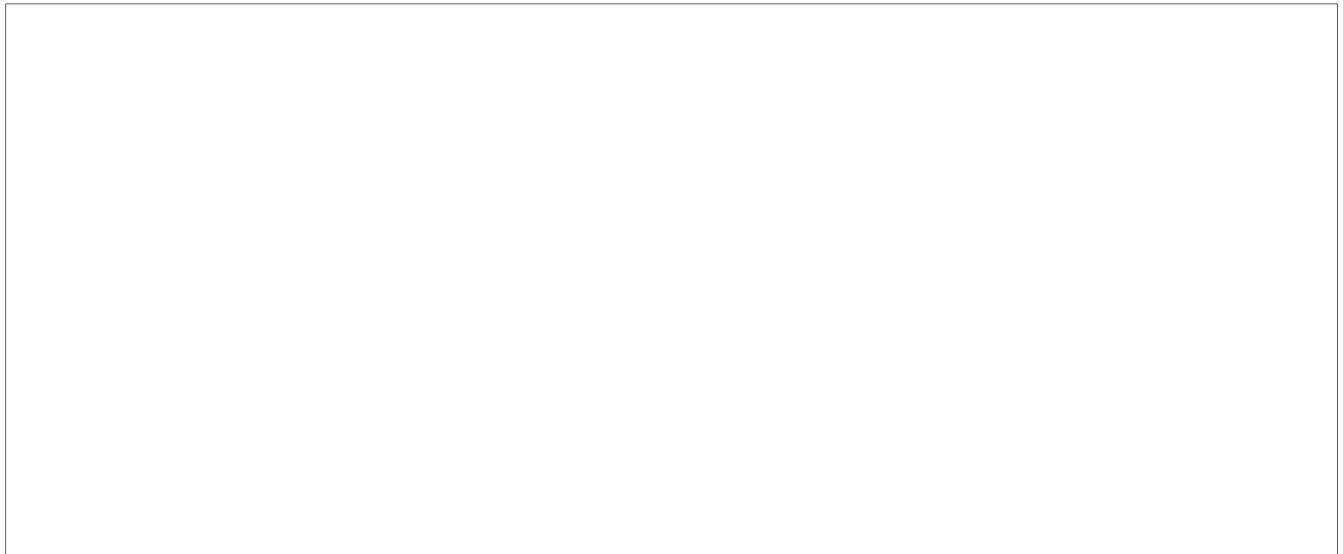


~~S E C R E T~~

13 - 19 April 1986

OC-CS

25X1



25X1

25X1

3. Each Division is reminded that the Deputy Director for Administration has once again this year issued guidance for the procurement of supplies, equipment, and services chargeable to the current fiscal year and service contract renewals for next fiscal year. [redacted] sets forth the various and applicable deadline dates for submission of FY-86 requisitions to ensure their timely and orderly completion. Additionally, 1 July 1986 is set as the deadline date for submission of requests to renew annual service contracts. FY-86 requisitions submitted after the stated deadline dates will require approval of the appointed senior officer at the Directorate level. [redacted] should be reviewed to ensure compliance with the deadline dates as established.

25X1



~~S E C R E T~~

S E C R E T

OC-MPS

25X1

OC-AMD

25X1

25X1

1. When we solicited volunteers for [] we did not realize the response would be so good. A total of 79 individuals volunteered for the nine OC positions at the facility and the selection process was completed on 14 April. All nine officers have been notified of their selection.

25X1

3. The use of volunteer assistance to the Recruitment Program began to make a significant difference this reporting period. The backlog of hundreds of Personal History Statement (PHS) packets and resumés was eliminated after an intensive effort by volunteers working on weekends and at home. OC spouses just hired under unclassified contracts were also working at home packaging PHS forms and addressing envelopes to be mailed to applicants. Additionally, the effort to contact applicants who had failed to return PHS packages was completed and many more applications are being received as a result. The number of applicants who passed testing and were put into process reached 51 this week.

25X1

4. On 11 April, Instructor [] presented an introduction to Second Phase Automated Relay Systems to the Basic Telecommunications Class 2-86. This presentation provided students with the historical background of OC's initial use of computer systems for message processing. It also included material on advanced computer systems in use today that handle

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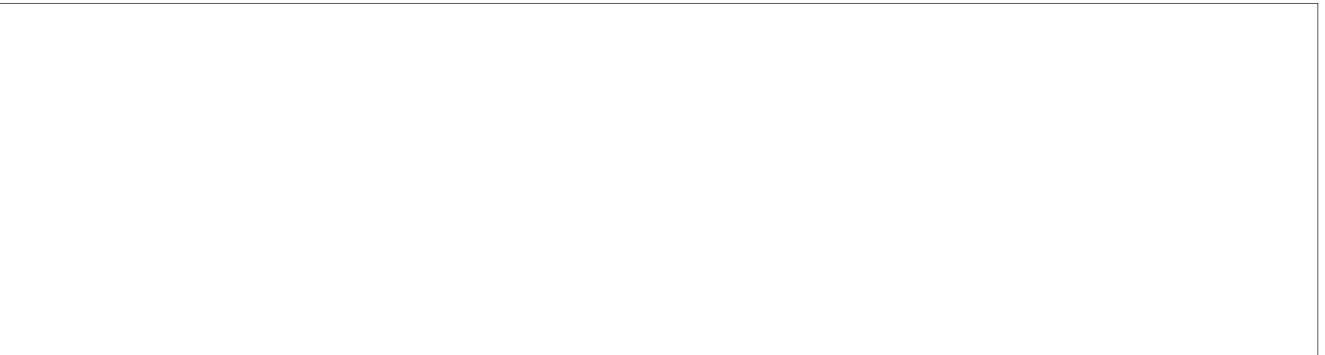
OC-AMD (Continued)

message processing functions and control our communications circuitry. The presentation was well received and it will be included in future classes as part of the on-line operations course.

5. The Communications School Group course catalog has been completed and is being prepared for publication. The catalog will be available in booklet form and microfiche.

6. Duplication of the retirement tapes is 99 percent complete. The one master tape of the series was defective and replacement copy has been requested from Printing and Photography Division. This will delay shipment of the tapes until the week of 21 April. A total of 144 VHS video tapes will have been used upon completion.

25X1 7. [] Director of Training and Education, visited the Communications School on 17 April. He received a brief overview of the School's training operations and a tour of the facility. His particular interest was in the Time Division Multiple Access, Computer Base Training, and graphics equipment.

OC-CSD

The Cryptographic Materiel Branch (CMB) hosted a meeting on 16 April regarding the upgrading of CMB's automated accounting features. Members from Information Management Consultants, Wang, OIT, and OC-Communications Security Division were represented. Discussions involved software modifications, additional hardware, and OIT circuitry support.

S E C R E T

S E C R E T

OC-ED

1. Members of the MERCURY Program Office met with representatives of the Engineering Services Group, OIT, to brief the status of cutover planning for the packet switch, and to review the progress of MERCURY preparations at the Headquarters Facility.

25X1 2. A Statement of Work (SOW) has been submitted [redacted]
25X1 [redacted] for the development of an engineer-
ing recruitment management package. This package will be used to
select and recruit engineering graduates/personnel for ultimate
employment. An additional contract is being established with
25X1 [redacted] termed "Project Retainer". Along with contractor personnel
support, Project Retainer will provide a facility to accommodate
a personnel program or an extension office for new officers
awaiting full security clearances. An SOW was forwarded to
OC-CS for implementation on 18 April.

OC-FND

1. Agency communications support was provided to the following dignitaries during this reporting period:

S E C R E T

Page Denied

S E C R E T

OC-FND (Continued)

25X1

8. Capitalization Program Status:	<u>PRS-6/7 Systems</u>	<u>TERP-IIA Stations</u>
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25X1

Operational
Installations in Progress
Equipment on Site
Equipment Being Shipped

25X1

PRS-6 installations are in progress

25X1

25X1

TERP-IIA systems were activated

25X1

25X1

An Intelligent Communications Terminal was activated in

25X1

on 17 April.

Executive Assistant, OC

S E C R E T